Draft Cabinet Norms September 19, 2013

* Each member will make a sincere effort to understand each other’s perspective
* We will practice “active listening” building upon the previous speakers’ comments
* All members will share their thoughts and opinions
* We will listen attentively with an open mind to each member’s ideas and thoughts
* We will be fully “present” at the meeting by becoming familiar with the materials before we arrive and by being attentive to behaviors which affect physical and mental engagement
* We will go hard on ideas and issues and soft on people
* We will go hard on ideas and soft on each other
* We will welcome differing opinions
* We will help each other understand issues fully
* We will operate in a respectful and friendly atmosphere
* We will always assume “positive intentionality” in our interactions with one another
* We will not complain about a problem unless we can offer a solution
* We will engage in collective inquiry – developing common background knowledge before making a decision
* We will be responsible for airing our disagreements during the meeting rather than carrying those disagreements outside the meeting
* We will maintain a positive tone and include some humor at our meetings
* We will use humor as appropriate
* We will use humor with respect – Be somebody people want to be around
* Cabinet will speak with one voice
* We will value consensus rather than majority rule
* We will establish that consensus has been reached before finalizing a decision
* We will examine all points of view before a consensus is accepted
* We will value consensus rather than majority rule
* We will allow enough meeting time to reach consensus or clearly communicate when we are not making a consensus-based decision
* Our focus should be on improving student learning
* Our focus will be on student achievement
* We will begin and end on time
* We will be punctual – be on time and be respectful of others time
* We will start meetings on time and end them on time
* We will send materials two days in advance of a meeting if possible
* We will follow through – Don’t over promise and/or under deliver